

Albert County Historical Society & Museum

3940 Route 114

Hopewell Cape NB, E4H 3J8

Phone: (506) 734-2003

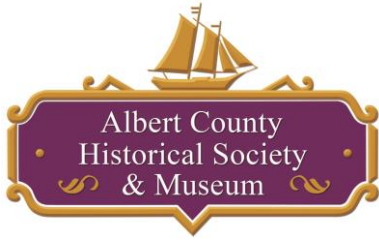
info@albertcountymuseum.com

www.albertcountymuseum.com

Albert County Court House Rental Policy (2023)

1. The Albert County Court House Rental Policy reflects the desire of Albert County Historical Society to integrate public access by having the building and grounds open to community citizens as well as non-profit and corporate groups. The users may utilize the rental space for a wedding, religious service, meeting, workshop or special function.
2. The use of the 1904 Albert County Court House is a privilege and should be considered as such by the users. Therefore, the Albert County Historical Society will determine which users and type of activities will be permitted in the Court House or grounds and the Society's decision is final. The Albert County Museum Manager administers the rental schedule and therefore must approve all rental requests.
3. Any changes or additions to the interior or exterior of the Court House or grounds such as posting signs, mounting flags, erecting displays, moving furniture, attaching items from walls, windows, etc. are strictly prohibited without approval of the Museum Manager.
4. The Albert County Court House capacity at one time is a MAXIMUM of 99 people.
5. Fees:
 - Wedding Package – \$650.00 package fee
 - 50% non-refundable deposit is required at time of booking. The balance is due on or before the date of the event.
 - Includes Ceremony time, 4 hours for Rehearsal and Decorating (at a pre-arranged time), and 2 hours for Photography and access for wedding guests to visit the other Museum buildings during photography time after the Ceremony.
 - Confetti, rice, bubbles or any other similar substance is NOT permitted inside the building. Only bubbles are permitted outside.
 - The Court House must be decorated at the time of the rehearsal or during the regular hours of the Museum unless other arrangements are made.
 - Flower arrangements in containers may be used for decorating.
 - Candles are permitted provided that they are in a suitable container or a table covering is used to prevent wax from dripping on to the furniture.
 - It is strictly prohibited to use nails in the walls.
 - When decorating, the following is NOT permitted: electrical tape, duct tape, mac tac, nails or tacks of any kind.
 - Meeting Package - \$650.00 per day rental fee

- 50% non-refundable deposit is required at time of booking. The balance is due on the date of the event.
 - Includes tables, chairs and set-up
 - Self-catering and catering options to be discussed in advance.
 - Group Rental - \$100.00 per hour.
 - 50% non-refundable deposit is required at time of booking. The balance is due on the date of the event.
 - Photography Location - \$100.00 per hour.
 - \$50% non-refundable deposit is required at time of booking. The balance is due on the date of the event.
6. All cheques for rental must be made payable to the 'Albert County Historical Society Inc.' and can be mailed to the address above. Payment by cash, cheque, debit or credit card (Visa or MasterCard) can be made in person at the Albert County Museum during regular hours. Payment can also be made through the "Donation" page on the ACM website.
 7. All groups requesting the use of the Albert County Court House are required to sign the attached Rental Form.
 8. The Museum Manager must grant approval for materials that are brought into the building. This will ensure that the preservation of the building is maintained to its current condition.
 9. There will be an Albert County Historical Society staff member in attendance at every event.
 10. The user group is responsible for leaving the rental space in the original condition found. If cleaning is required after an event, there will be a \$150.00 cleaning charge.
 11. Renters must have liability insurance, either through their businesses or purchase for special events such as weddings or group functions. Proof of this insurance with "Albert County Historical Society & Museum" identified as additional insured. **This is mandatory and is required one week prior to the rental date.**
 12. Smoking is strictly prohibited inside any of the Albert County Museum buildings. A designated smoking area will be determined in advance of the event.
 13. The user agrees to accept all responsibility and liability for all damages, injuries, afflictions or conditions occurring on, in or to the Albert County Museum premises and / or to any person, persons or property of any person or persons at, on or in the Albert County Museum premises during the course of the event concerned, whether as a direct or indirect result of anyone or anything associated with the event concerned.
 14. The Albert County Historical Society its Directors, staff, members, trustees, their heirs and successors according to law, individually or collectively, will not be responsible or liable, in any way or manner, for any damages, injuries, afflictions or conditions occurring on, in or to the Albert County Museum premises and / or to any person(s) or property of any person or persons at, on or in the Albert County Museum premises during the course of the event, whether as a direct or indirect result of anything associated with the event concerned.



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Albert County Court House Rental Form

Group Name: _____

Contact Name: _____

Contact Address: _____

Postal Code: _____

Contact Phone: _____

Date of Event: _____

Type of Event: _____

Time of Event: _____

Rental Package and Price: _____

Deposit Paid and Date: _____

Other Details: _____

I certify that I have received, read and agree to the conditions and stipulations of the Albert County Court House Rental Policy.

Signed: _____

Dated this _____ day of _____, _____.

Accepted by Museum Management:
